



State Of California
California Commission On Teacher Credentialing
Box 944270
1900 Capitol Avenue
Sacramento, CA 94244-2700

Telephone:
(916) 445-7254 or (888) 921-2682
E-mail: credentials@ctc.ca.gov
Web site: www.ctc.ca.gov

**REQUEST TO FILE
CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT**

Please attach this form to each Certificate of Completion of Staff Development in Specially Designed Academic Instruction Delivered in English and/or English Language Development in a Self-Contained Classroom issued pursuant to Education code Section 44253.10 and provide the information requested below. The fee for filing a Certificate is twelve dollars (\$12). The Certificate must be filed with the California Commission on Teacher Credentialing within 90 days of the issuance date.

ISSUING DISTRICT OR COUNTY _____

CDS Code _____

AGENCY or IHE THAT PROVIDED TRAINING _____

CDS Code _____

DATE CERTIFICATE ISSUED _____

INDIVIDUAL RECEIVING CERTIFICATE

Full Name _____

Former Names _____

Social Security Number (Optional) _____ Date of Birth _____

Mailing Address _____

City, State, Zip code _____

AUTHORIZATION

- ☐ Specially Designed Academic Instruction Delivered in English (holder completed 45 hours of staff development or 3 semester/4 quarter units in SDAIE) and English Language Development in a departmentalized classroom.
- ☐ English Language Development in a Self-Contained Classroom (holder completed 45 hours of staff development or 3 semester/4 quarter units in ELD within three years of the SDAIE training).
- ☐ Specially Designed Academic Instruction Delivered in English AND English Language Development in a Self-Contained Classroom (holder completed 9 years of teaching experience, AND completed 45 hours of staff development or 3 semester/4 quarter units in a combination of SDAIE and ELD).

The social security number, if given, is used only to distinguish between individuals with the same name and/or to access records. Auth: Education Code §44253.10.

Support _____